



CITY OF MESA, ARIZONA
ENGINEERING DEPARTMENT

REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL SERVICES

EAST AND WEST MESA SERVICE CENTER FLEET
MASTER PLAN

CITY OF MESA PROJECT No. CP1172CAP

TABLE OF CONTENTS

REQUEST FOR QUALIFICATIONS	PAGE NO.
SECTION I – PROJECT DESCRIPTION	1
SECTION II – OVERVIEW OF PROJECT PHASES	1
SECTION III – SCOPE OF WORK	2
SECTION IV – PRE-SUBMITTAL CONFERENCE	2
SECTION V – STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA	2
SECTION VI – SUBMITTAL REQUIREMENTS	4
SECTION VII – SELECTION PROCESS AND SCHEDULE	4
SECTION VIII – GENERAL INFORMATION	5

REQUEST FOR QUALIFICATIONS

East and West Mesa Service Center Fleet Master Plan

CITY OF MESA PROJECT No. CP1172CAP

The City of Mesa is seeking a qualified consulting firm or team to provide complete design services for the East and West Mesa Service Center Fleet Master Plan.

All qualified firms that are interested in providing these services to the City of Mesa are invited to submit their Statement of Qualifications (SOQ). All SOQs must comply with the requirements specified in this Request for Qualifications (RFQ).

SECTION I – PROJECT DESCRIPTION

The proposed improvements are as follows:

City of Mesa currently handles fleet maintenance services out of two facilities, East Mesa Service Center (EMSC) at 6935 E. Decatur Street and West Mesa Service Center (WMSC) at 310 E. 6th Street. Both facilities have been in place for many years and need to be upgraded to optimize current operations and accommodate changes in operations including alternative fuel maintenance including CNG and EV. The City is seeking a design team with Fleet Services study and design experience as well as experience with the following Fleet Services:

- Operations/Processes
- Traffic Flow
- Facility Size
- Parking Area
- Alternative Fuel Services and Safety
- Infrastructure condition, potential upgrades and expansion
- Security needs including access control, cameras, alarms, etc.
- Safety Systems such as fire suppression, methane detections, etc.
- All Fleet areas should be considered including welding shops, tire shops, and part warehouses.

The design team's submission of qualifications should demonstrate experience in the above-mentioned areas and address the Cities goals including safety, efficiency, and expandability of the facilities and operations.

SECTION II – OVERVIEW OF PROJECT PHASES

The City of Mesa seeks a qualified consulting firm, or team, with extensive experience and knowledge of MAG and City of Mesa standards and regulations, to provide complete design-phase services and possible construction-phase services for East and West Mesa Service Center Fleet Master Plan.

The following is a summary list of the major tasks for a typical design contract. These will be reviewed with the selected consultant and defined to meet the needs of the project as part of the contract scoping.

- Task 1 – Project Management
- Task 2 – Design Reports
- Task 3 – Detailed Design and Construction Documents
- Task 4 – Contracting Assistance
- Task 5 – Construction Phase Services

The project plans will be prepared for construction in accordance with City of Mesa procurement contract requirements. The City may also request the Consultant assist with pre-construction and construction phase services for the project, including construction observation, testing, and final acceptance services.

Regardless of the level of service ultimately needed, a consultant with successful experience in these areas is very desirable.

SECTION III – SCOPE OF WORK

For an outline of key project tasks, refer to the Engineering Submittal Guidelines at the following website:

<https://www.mesaaz.gov/business/engineering/submittal-process-guidelines>

SECTION IV – PRE-SUBMITTAL CONFERENCE

A Pre-Submittal Conference will be held on **May 18, 2023** at **10:00 am** via Microsoft Teams. If you would like to participate, please send an email to Stephanie Gishey at Stephanie.Gishey@mesaaz.gov to receive the invitation. At this meeting, the project team, including City staff will discuss the scope of work, general contract requirements and respond to questions from the attendees. The video conference Pre-Submittal Conference is not mandatory.

All interested firms are encouraged to attend the Pre-Submittal Conference since City staff will not be available for meetings or to respond to individual inquiries regarding the project outside of this Pre-Submittal conference. In addition, meeting minutes or any other information will not be posted from the Pre-Submittal Conference.

SECTION V – STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA (BASED ON 1,000 POINTS)

Each Statement of Qualifications (SOQ) will be evaluated according to the following criteria:

A. General Information (100 points)

Provide a general description of the consulting firm and/or team that is proposing to provide the services, including subconsultants, if any. Provide an organizational chart showing key personnel. For each key person, provide the following information:

1. Percentage of time that each person will be committed to the project
2. Length of time with the firm
3. Applicable professional registrations
4. A statement that the firm agrees to contract with subconsultants for potholing, geotechnical investigations, structural investigations, etc., as required by the City.

B. Experience and Qualifications of the Firm/Team and Key Personnel (300 points)

1. Provide a list of similar projects on which the project team has experience. For each reference project, please provide the following information:
 - a. Description of the project, including project name and location;
 - b. Project owner and/or client information;
 - c. Role of the firm, including a description of the services provided;
 - d. Role of each key team member who worked on the reference project and the percentage of time spent by each key team member on said project; and
 - e. Approximate dates services were provided.
2. List all City of Mesa projects where the firm/team provided services in the last five years, completed or on-going, that are not already included in the preceding sections.
3. Overall evaluation of the firm/team and its perceived ability to provide the required services will be considered along with the evaluators' perception of the clarity, completeness, and presentation of

the Statement of Qualifications. This is to be determined by the selection panel members. No submittal response is required for this item. Information obtained from the Statement of Qualifications and from any other reliable source may be used in the evaluation and selection process.

C. Understanding of the Project and Approach to Performing the Required Services (350 points)

Discuss the major issues your team has identified on this project and how your firm/team intends to address those issues. Identify any technical innovations that may be incorporated and/or innovative approaches that will be used in executing the work. Also, discuss the expertise your firm/ team offers and how you propose to use that expertise to benefit the City to add value to the project.

D. Current Workload, Workload with the City of Mesa, and the Ability of Project Team to Start Immediately. (50 points)

This scoring criterion has two parts: overall workload and existing contracts with the City of Mesa, as further detailed below:

1. Overall Workload and Ability to Start Immediately (up to 25 points):

Provide a table or list that summarizes the current major assignments of all key team members, percentage of time committed to each assignment, anticipated end date of major assignments, and percentage of time to be committed to this project. Also include a statement as to when the team would be available to start work on this project. Firms that demonstrate their ability to start immediately and to effectively manage this project, in addition to their current workload, may be awarded up to 25 points for this sub-category.

2. Existing Contracts with the City of Mesa (up to 25 points):

Provide a table or list of current or pending contracts that the firm has with the City of Mesa Engineering Department. (“Pending” status refers to a project the firm has been notified they will be awarded, but the contract has not yet been executed.) Each contract need only be listed once. For example, if the firm and one or more of the proposed team/sub-firms are all employed on the same, current City of Mesa Engineering Department project or contract, that project need only be listed once and will count as one contract (although all firms, including sub-firms, working on the project should still be identified). In the case of a firm holding a Master On-Call Contract with the City of Mesa Engineering Department, each active project order under the master contract will count as a separate project. If a firm has no active project orders under the Master On-Call Contract, the Master On-Call contract will not count towards the reporting requirements of this section.

Contracts for projects within the City of Mesa’s incorporated limits held by someone other than the City of Mesa municipal government (e.g., work for the school district or a private developer) need not be listed and do not count as projects under this subcategory.

Firms, with no current or pending contracts with the City of Mesa Engineering Department, will be awarded 25 points. Firms, with between one (1) to three (3) current or pending contracts with the City of Mesa will be awarded 15 points. Firms with more than three (3) current or pending contracts will receive no points for this subcategory.

E. Office Location (50 points)

Identify the physical location of the lead firm’s office. Fifty points will be awarded to teams whose lead firm’s office is physically located within the City of Mesa’s incorporated limits (not just a P.O. Box). Thirty points will be awarded to teams whose sub-firms are physically located within City of Mesa’s incorporated limits. No points will otherwise be awarded for this category.

F. Reference Information (150 points)

City will award a maximum of 150 points for past performance reference information (maximum of 50 points per reference). It is the firm’s responsibility to solicit and to ensure that three (3) Past

Performance Verification Forms (PPVF's) are submitted directly to the City per the instructions on the Form. Any Forms in excess of three (3) will not be counted toward this requirement.

Statement of Qualifications scores will not carry over to interviews, if held.

SECTION VI – SUBMITTAL REQUIREMENTS

The Statement of Qualifications shall include a one-page cover letter that contains current company/firm contact information including a valid phone number and email address, plus a maximum of **10 pages** to address the SOQ evaluation criteria (*excluding* PPVF's and resumes but *including* an organization chart with key personnel and their affiliation). Resumes for each team member shall be limited to a maximum length of two pages and should be attached as an appendix to the SOQ. Minimum font size shall be 10pt. Please provide **one (1) electronic copy** in an unencrypted PDF format to Engineering-RFQ@mesaaz.gov by **May 25, 2023 at 2pm**. The City reserves the right to accept or reject any and all Statements of Qualifications. The City is an equal opportunity employer.

If a company wishes to submit a company brochure, this can be done under separate cover. The brochure will not be used in the selection process and may be retained in the City files.

Please be advised that failure to comply with the following criteria may be grounds for *disqualification*:

- Receipt of submittal by the specified deadline;
- Receipt of the Statement of Qualification in the format specified
- Adherence to maximum page requirement
- Providing a signed copy of addenda, if any, in response to this RFQ. It will be the interested firm's responsibility to check the website (see link below) for any updates, including addenda.

<http://www.mesaaz.gov/business/engineering/architectural-engineering-design-opportunities>

Adherence to the maximum page criterion is critical; each page side (maximum 8 1/2" x 11") with criteria information will be counted. Pages that have project photos, charts, and graphs will be counted towards the maximum number of pages. Table of Contents pages and divider pages will not be counted if they do not contain submittal information.

SECTION VII – SELECTION PROCESS AND SCHEDULE

A Selection Committee will evaluate each SOQ in accordance with the criteria set forth in Section V above. The Selection Committee will produce a rank-ordered list of the submitting firms and interviews may or may not be conducted as part of the selection process.

If interviews are not held, the City will enter into negotiations with the top ranked firm and execute a contract upon completion of negotiations. If the City is unsuccessful in negotiating a contract with the top ranked team, the City may then negotiate with the next lower ranked team until a contract is executed. The City may decide to terminate the selection process at any time.

If interviews are held, the top three (3) to five (5) ranked firms/teams will be invited by email to accept or decline the opportunity to interview. Those accepting the invitation will be sent a letter outlining the criteria to be addressed in the interview and the detailed scoring of the interview process. The City will enter into negotiations with the top ranked firm and execute a contract upon completion of negotiations. If the City is unsuccessful in negotiating a contract with the top ranked firm/team in the final list, the City may then negotiate with the next lower ranked team until a contract is executed. The City may decide to terminate the selection process at any time.

The following tentative schedule has been prepared for this selection process:

Pre-Submittal Conference	May 18th at 10am
SOQ's Due	May 25, 2023 at 2pm
Shortlist Interviews	Week of <u>June 26th</u>

By submitting an SOQ, the respondent certifies that they have reviewed the City of Mesa's standard contract for professional services, including insurance requirements, and, if selected, will execute the City's required contract without modification or exception. The City of Mesa's Professional Services Contract is available on-line at the following location:

<http://www.mesaaz.gov/business/engineering/engineering-contracts>

SECTION VIII – GENERAL INFORMATION

RFQ Lists. This Design Services Request for Qualifications will be listed on the City's web site. The address is: <http://www.mesaaz.gov/business/engineering/architectural-engineering-design-opportunities>.

Compliance with Arizona Revised Statutes (ARS). Procurement of professional services by a municipality within the State of Arizona is governed by ARS Title 34. By submitting an SOQ under this solicitation, the submitter certifies that said submittal and their conduct in relation to this solicitation is in compliance with the requirements of ARS Title 34.

Contract Version Updates. If the Contract version changes after this RFQ is issued and prior to contract negotiations, the newer version of the Contracts will be in effect. The respondent is responsible for checking the City of Mesa Engineering Department's website for updates.

Instructions. The City of Mesa shall not be held responsible for any verbal instructions. Any changes to this Request for Qualifications will be in the form of an addendum. Firms are to check the City's website for any addenda.

<http://mesaaz.gov/business/engineering/architectural-engineering-design-opportunities>

City Rights. The City of Mesa reserves the right to reject any or all Statements of Qualifications, to waive any informality or irregularity in any Statement of Qualifications received, and to be the sole judge of the merits of the respective Statements of Qualifications received. No binding contract will exist between the submitter and the City until the City executes a written contract.

Protest Policy: Refer to City of Mesa Protest Policy: Procurement Rules at <http://www.mesaaz.gov/home/showdocument?id=8712>, Article 6. Protests, Appeals, Debarments, Confidential Information, and Contract Disputes.

Contact with City Employees. All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and subconsultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process. This policy is intended to create a level playing field for all potential firms, to assure that contract decisions are made in public, and to protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified below.

Questions. Questions pertaining to the Design Services selection process or contract issues should be directed to Stephanie Gishey of the Engineering Department at stephanie.gishey@mesaaz.gov.

Also, to do business with the City of Mesa, you are required to register in the City's vendor system. AMS Vendor Self Service (VSS) provides vendors with a single-entry point to register, provide payment and contact information, and select commodity interests and business types. All vendors who wish to conduct business with the City will be required to update and maintain all information used for the notification of bid opportunities and issuance of payment in the VSS system. The registration guide can be found at <http://www.mesaaz.gov/vendor/>, the actual web portal is at the bottom of the page.



PAST PERFORMANCE VERIFICATION FORM (PPVF)

Directions to Submitting Firm: Request Public/Private Agencies, for which you have substantially completed (Professional Services, CM@R or JOC) similar work, to fill out a copy of the PPVF for three (3) similar projects. Provide this form to the Agency or Agency’s representative directly responsible for oversight of the project to complete and submit via email to the City of Mesa prior to the date and time listed below. If the form is received after the date and time specified, it will not be accepted. By submitting this form, you are waiving any claim against the Agency listed for providing information regarding a project.

SOQ Due Date and Time: **May 25, 2023 at 2pm** _____

PROJECT NAME: **CP1172CAP East and West Mesa Service Center Fleet Master Plan** _____

PROJECT ROLE SUBMITTING FOR: (select one) **PROFESSIONAL** **CM@R** **JOC**

NAME OF COMPANY TO BE EVALUATED: _____

NAME OF AGENCY OR FIRM SUBMITTING EVALUATION: _____

NAME/PHONE NUMBER OF PERSON SUBMITTING EVALUATION: _____

NAME OF PROJECT AND DATE SUBSTANTIALLY COMPLETED: _____

Questions to be completed by Agencies:

1. Has the above referenced project reached substantial completion? (select one) **Yes** **No**
2. What project delivery method was utilized? (select one) **DBB** **CM@R** **JOC** **DB**

What type of services did this firm provide on the project referenced?

3. On a scale of 1 to 10 (1 being lowest, 10 highest) rate this company’s performance on the following:

- | | |
|--|-------|
| a. Was the project completed on time? (10=Yes, 0=No) | _____ |
| b. Was the project completed within budget? (10=Yes, 0=No) | _____ |
| c. What was the quality of the work performed? | _____ |
| d. Was staff proactive in solving problems that may have occurred on your project? | _____ |
| e. Would you be willing to contract with this firm again? (10=Yes, 0 = No) | _____ |

TOTAL POINTS _____

4. Any additional comments.

Please email to Engineering-RFQ@mesaaz.gov by the date and time shown above.